



Portal User Guide

11-21-2022

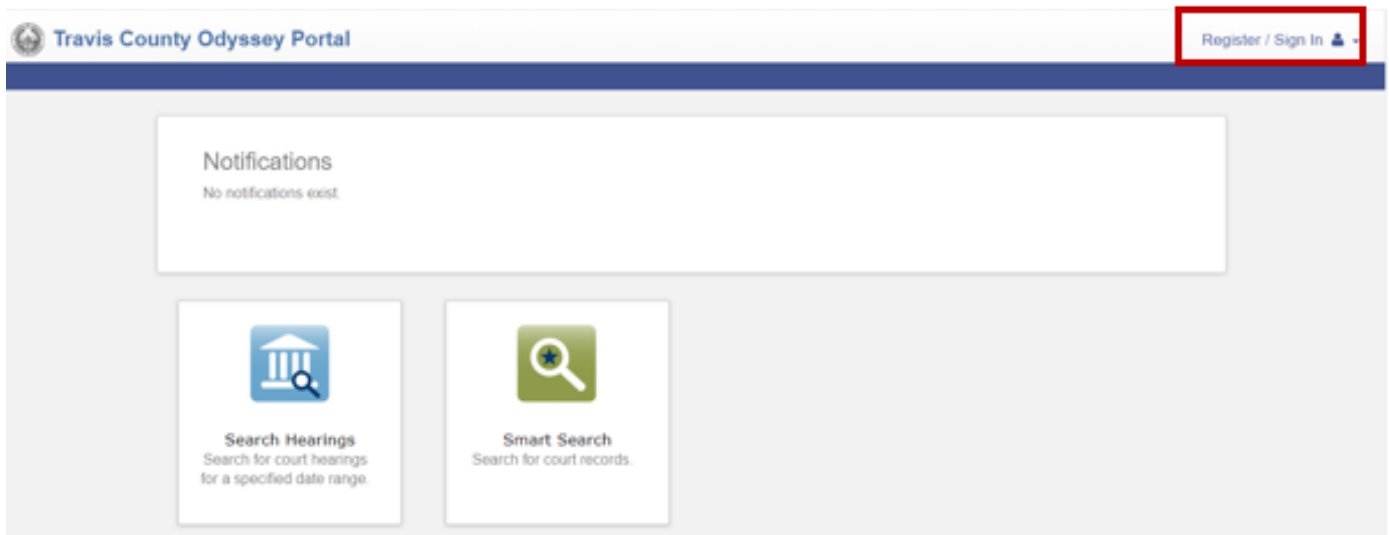
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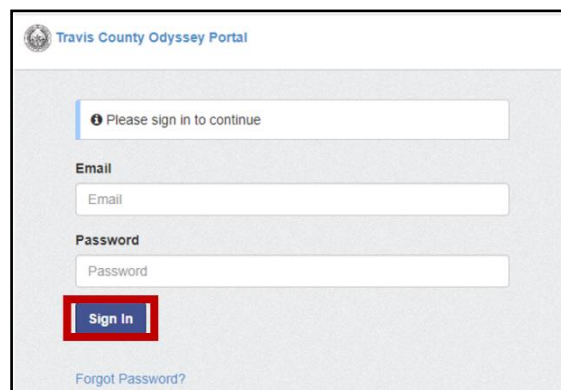
Accessing the Odyssey Portal for Justice Partners and Authorized Agencies

Justice Partners and authorized agencies can access the **Odyssey Portal** with an internet connection, using a secure login.

1. Go to the **Travis County Odyssey Portal** <https://odysseyweb.traviscountytx.gov/Portal>
2. Click **Register/Sign In**.
3. Click **Sign In**.



4. Type in your **registered email address and password**.
5. Click **Sign In**.



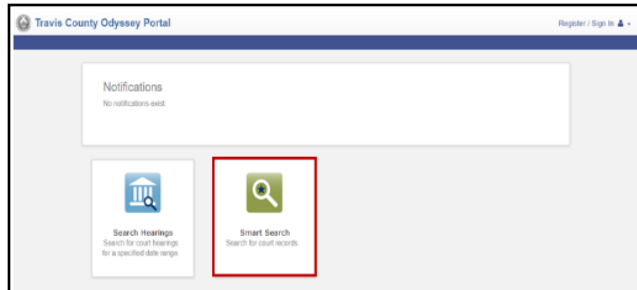
NOTE : The general public will be able to do searches as anonymous, without having to sign in. Elevated users will need to sign-in. The main difference is that elevated users will see more details on cases.

On the Odyssey Portal homepage, you will see **Smart Search**, which is used to search for court records. **Search Hearings** is used to search for court hearings for a specified date range.

Searching by Name or Case Number

To search for court records by number:

1. Click the **Smart Search** icon from the Odyssey Portal home page.



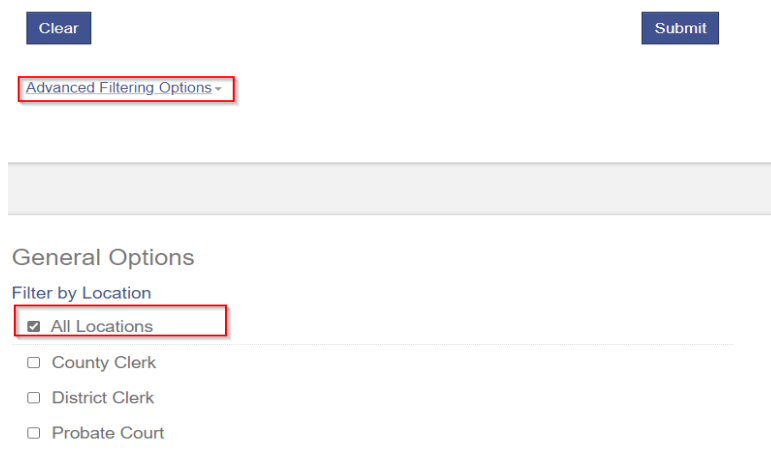
2. Click in the **Enter a Record Number* field to type a **Case Number OR a Name**.



3. Click in the *I am not a robot* box then complete the reCAPTCHA that appears.



4. Click on the location that you want to search at (All Locations will be for all courts).



- 5.
- A name can be a defendant, plaintiff, attorney, judge, company name, etc.
 - Names must be entered in **Last, First Middle Name sequence**.

Using the Wildcard Search

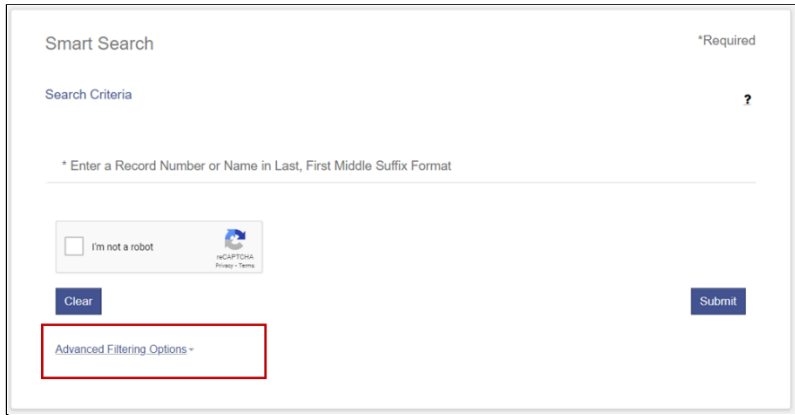
Using an asterisk (*), known as a wildcard, may help you find cases.

For example, if searching for John Smith but unsure of spelling, you can enter Smith, J*.

- Names are **not** case-sensitive.
- First, Middle, and Last names can be in uppercase, lowercase, or a combination of both.
- There is a **minimum** of one character in a first name, three characters in the last name, and four characters in a case number when using the wildcard feature.
- Once your search criteria are entered, click **Submit**.

How to Use Advanced Search

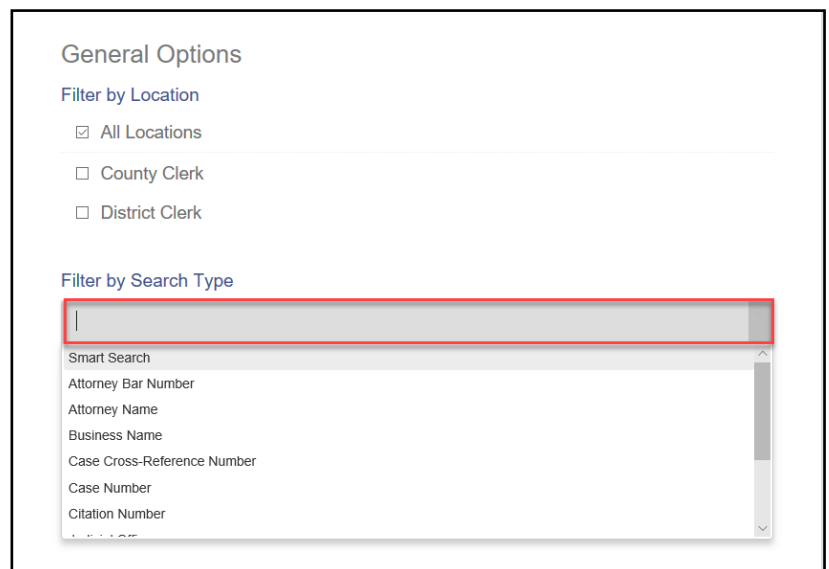
Clicking on **Advanced Filtering Options** will generate additional panels, which will appear under the main search window. There are panels for **General Options** (location and search type), **Party Search** criteria, **Case Search** criteria, and **Judgment Search** criteria. You may need to scroll down to see them.


 The image shows a 'Smart Search' form. At the top, it says 'Smart Search' and '*Required'. Below that is a 'Search Criteria' section with a question mark icon. A text input field is present with the placeholder text '* Enter a Record Number or Name in Last, First Middle Suffix Format'. Below the input field is a CAPTCHA area with the text 'I'm not a robot' and a CAPTCHA logo. There are 'Clear' and 'Submit' buttons. At the bottom, a red box highlights the 'Advanced Filtering Options' link.

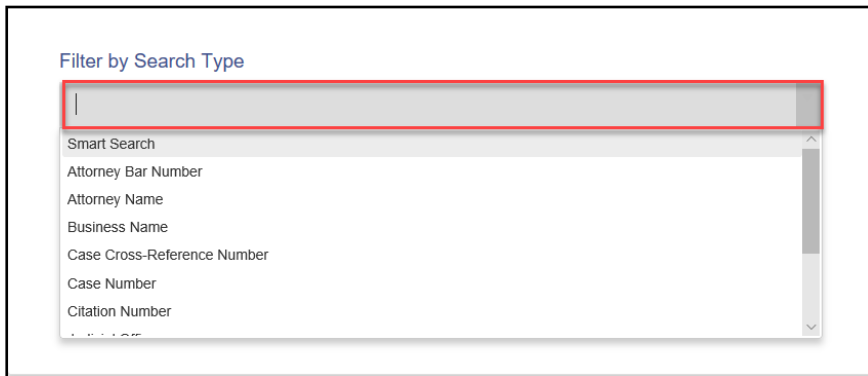
General Options Search Panel

The **General Options** search panel allows you to select the area of law for your search ("**Filter by Location**").

You can also filter by several advanced options ("**Filter by Search Type**"). To filter, click on the down arrow next to "**Filter by Search Type**".


 The image shows the 'General Options' search panel. It has a section 'Filter by Location' with three radio button options: 'All Locations' (checked), 'County Clerk', and 'District Clerk'. Below that is a section 'Filter by Search Type' with a dropdown menu. The dropdown menu is open, showing a list of search criteria: 'Smart Search', 'Attorney Bar Number', 'Attorney Name', 'Business Name', 'Case Cross-Reference Number', 'Case Number', and 'Citation Number'. The dropdown menu is highlighted with a red box.

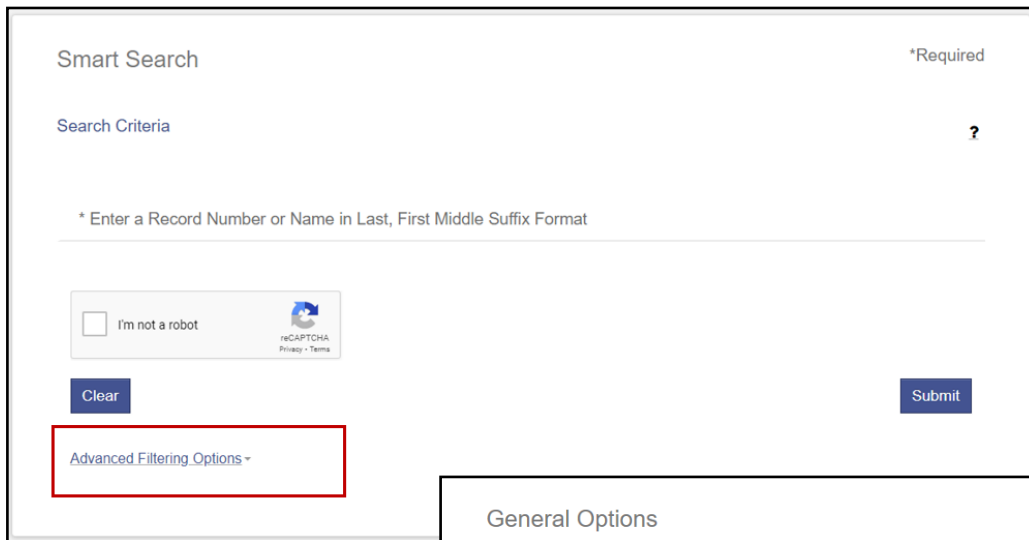
Search type filtering options include:



Filter by Search Type

- Smart Search
- Attorney Bar Number
- Attorney Name
- Business Name
- Case Cross-Reference Number
- Case Number
- Citation Number


1. To search by **Case Cross-Reference Number**, click on **Advanced Filtering Options**, then scroll down to *Filter by Search Type*.



Smart Search *Required

Search Criteria ?

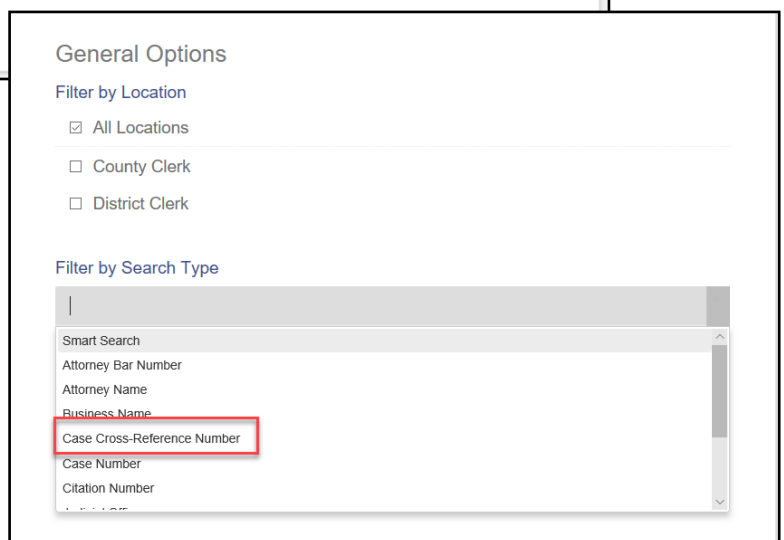
* Enter a Record Number or Name in Last, First Middle Suffix Format

☐ I'm not a robot 

[Advanced Filtering Options](#)

[Clear](#) [Submit](#)

2. Select the **Case Cross-Reference Number** option.



General Options

Filter by Location

☒ All Locations

☐ County Clerk

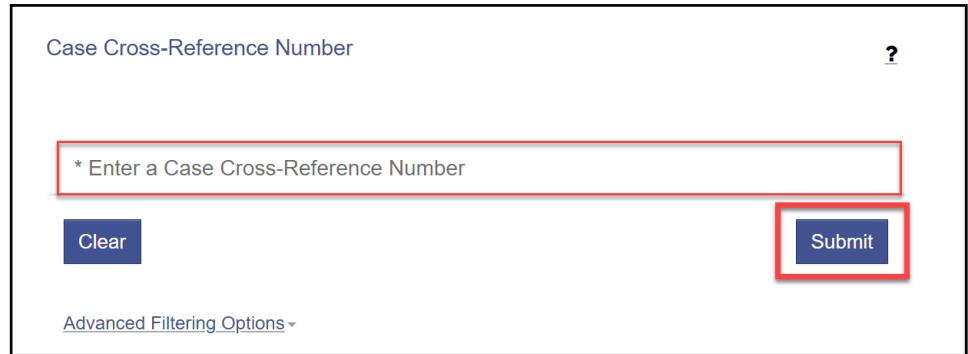
☐ District Clerk

Filter by Search Type

- Smart Search
- Attorney Bar Number
- Attorney Name
- Business Name
- Case Cross-Reference Number
- Case Number
- Citation Number

3. **After** selecting Case Cross-Reference Number, **scroll back up**. The field will change to **Case Cross-Reference Number**.

4. Click in the field.
5. Type in your search.
6. Click **Submit**.



The screenshot shows a search interface for 'Case Cross-Reference Number'. The title is 'Case Cross-Reference Number' with a help icon (?). Below the title is a text input field with the placeholder text '* Enter a Case Cross-Reference Number'. To the left of the input field is a 'Clear' button, and to the right is a 'Submit' button. Below the input field is a link for 'Advanced Filtering Options' with a dropdown arrow.

If your Case Cross-Reference Number search doesn't work, try the following approach:

Enter an asterisk in the **Smart Search** field, then click on **Advanced Filtering Options**.

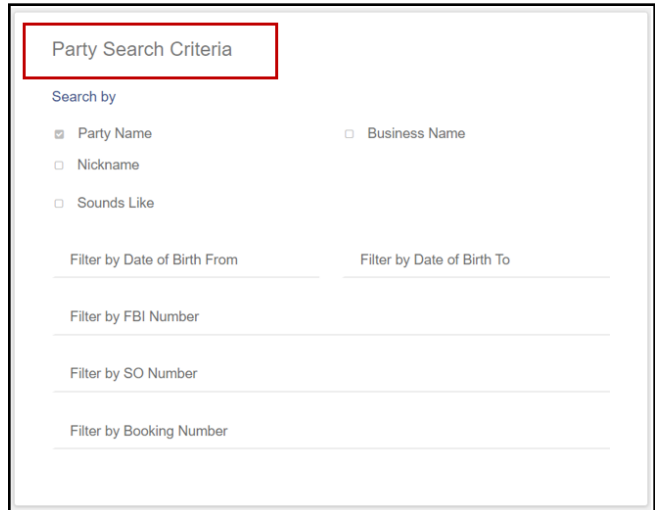


The screenshot shows a 'Smart Search' section with a '*Required' label. Below the title is a 'Search Criteria' section with a help icon (?). The search criteria is '* Enter a Record Number or Name in Last, First Middle Suffix Format'. Below this is a text input field containing an asterisk (*). Below the input field is a CAPTCHA widget with the text 'I'm not a robot' and a 'Clear' button. To the right of the CAPTCHA is a 'Submit' button. Below the input field is a link for 'Advanced Filtering Options' with a dropdown arrow.

Scroll down to the **Party Search Criteria** section and enter the value in the field that you are searching for.

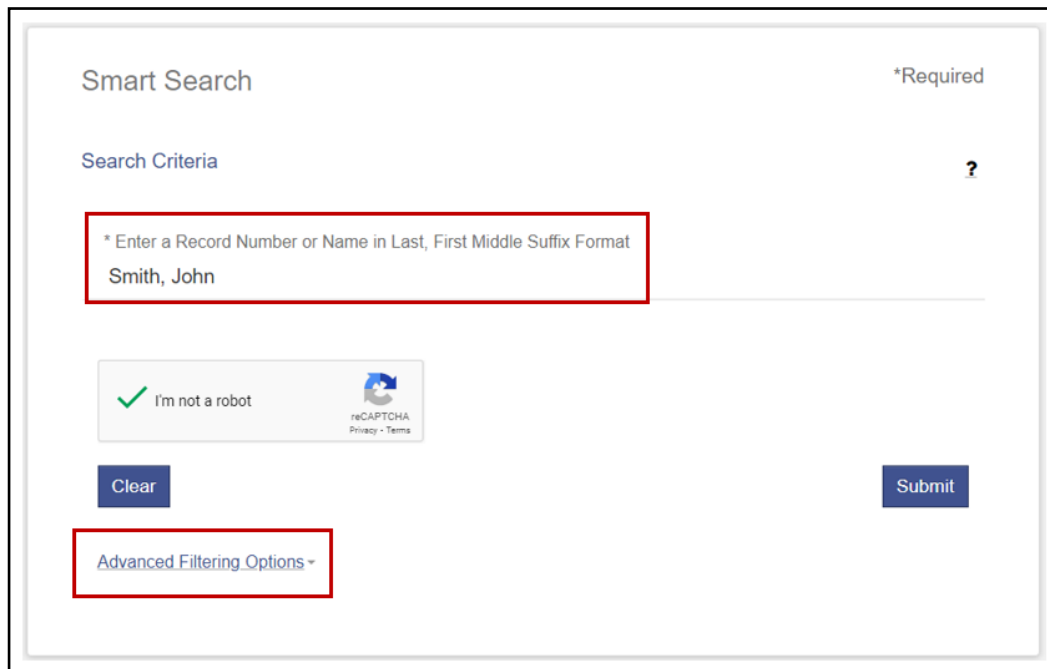
Party Search Panel

The **Party Search Criteria** panel allows you to narrow and focus your search results by factors such as **FBI Number**, **Sheriff's Office** (SO Number) or **Booking Number**.



The screenshot shows the 'Party Search Criteria' panel. It has a title 'Party Search Criteria' in a red box. Below the title is a 'Search by' section with three radio buttons: 'Party Name' (selected), 'Nickname', and 'Sounds Like'. To the right of these is a checkbox for 'Business Name'. Below the 'Search by' section are five filter fields: 'Filter by Date of Birth From', 'Filter by Date of Birth To', 'Filter by FBI Number', 'Filter by SO Number', and 'Filter by Booking Number'.

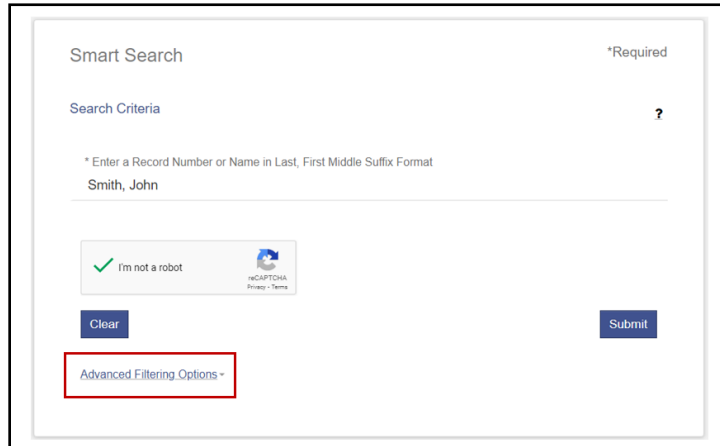
1. Enter the **Party Name** on the *Smart Search* screen, then click on **Advanced Filtering Options**.



The screenshot shows the 'Smart Search' screen. It has a title 'Smart Search' and a '*Required' label. Below the title is a 'Search Criteria' section with a question mark icon. A red box highlights the text input field with the placeholder '* Enter a Record Number or Name in Last, First Middle Suffix Format' and the example text 'Smith, John'. Below the input field is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA widget are two buttons: 'Clear' and 'Submit'. A red box highlights the 'Advanced Filtering Options' link with a dropdown arrow.

2. **Scroll down to Party Search Criteria**, click on the field that you want to filter your search by, then enter the appropriate info and click **Submit**.

You can filter **Party Name** searches by name, business name, nickname, FBI number, SO number, the Booking number.

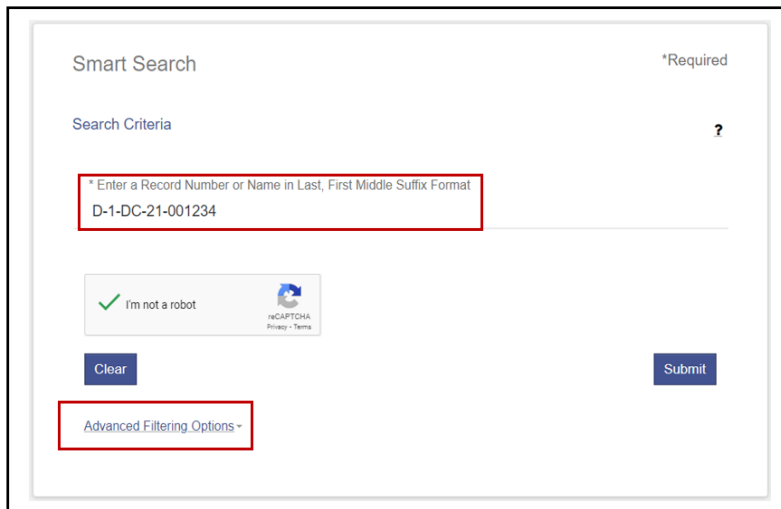


The image shows a 'Smart Search' form with a '*Required' label. Under 'Search Criteria', there is a text input field with the placeholder '* Enter a Record Number or Name in Last, First Middle Suffix Format' and the example text 'Smith, John'. Below the input field is a CAPTCHA area with a green checkmark and the text 'I'm not a robot'. At the bottom, there are 'Clear' and 'Submit' buttons, and a link for 'Advanced Filtering Options' which is highlighted with a red box.

Case Search Panel

In the **Case Search** panel, additional filtering options are available to further refine your **Case Number** search.

1. Enter the **Case Number** on the *Smart Search* screen, then click on **Advanced Filtering Options**.



The image shows the same 'Smart Search' form, but with the text input field containing the case number 'D-1-DC-21-001234'. The input field and the 'Advanced Filtering Options' link are both highlighted with red boxes. The CAPTCHA area and buttons remain the same.

Case Search Criteria

Filter by Case Type ▼

Filter by Case Status ▼

Filter by File Date Start

Filter by File Date End

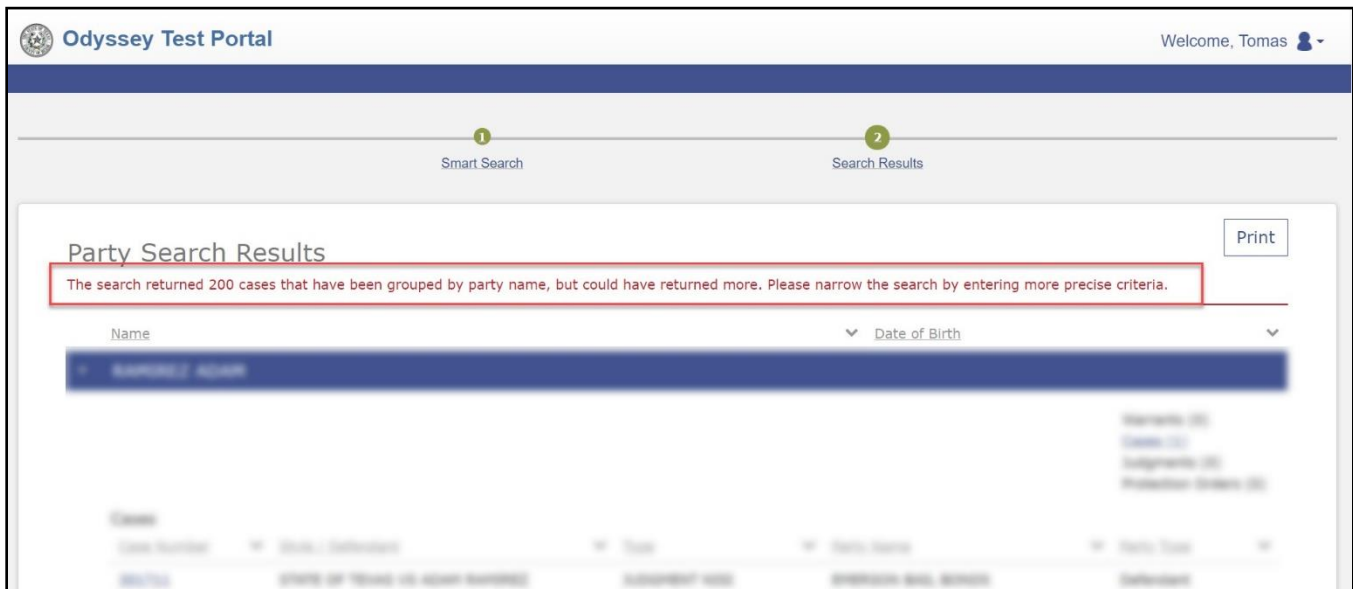
Filter by Judicial Officer ▼

2. **Scroll down to Case Search Criteria**, click on the field that you want to filter your search by, then enter the appropriate values and submit your search.

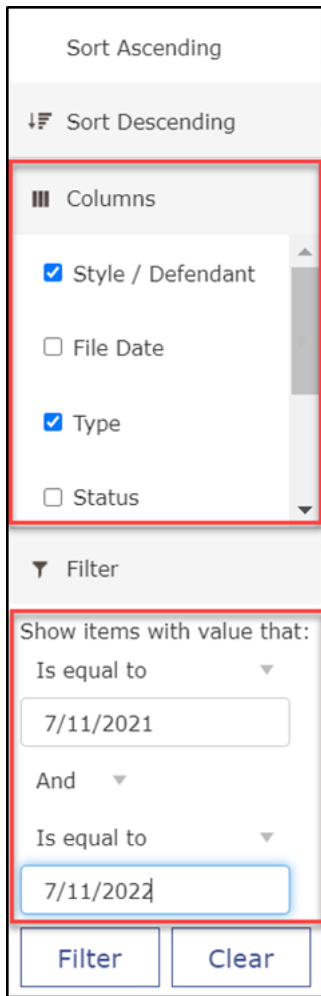
You can filter **Case Number** searches by **Case Type**, **Case Status**, range of **File Dates**, and **Judicial Officer**.

Viewing Search Results

A **maximum of 200** search results is displayed. Certain default columns are shown, such as **Case Number**, **Defendant**, **Type**, **Party Name**, and **Party Type**.



The screenshot shows the Odyssey Test Portal interface. At the top, there is a header with the portal name and a user greeting. Below the header, there are two tabs: 'Smart Search' and 'Search Results'. The 'Search Results' tab is active. The main content area displays 'Party Search Results' with a message indicating that 200 cases were returned. A table of results is shown below, with columns for Name, Date of Birth, Case Number, Defendant, Type, Party Name, and Party Type. The first row of the table shows a case for 'JAMES L. HARRIS'.



Sort Ascending

Sort Descending

Columns

- ☒ Style / Defendant
- ☐ File Date
- ☒ Type
- ☐ Status

Filter

Show items with value that:

Is equal to

7/11/2021

And

Is equal to

7/11/2022

Filter Clear

To sort search results:

1. Click the arrow next to the column header that you want to sort, then selecting the type of sort (Sort Ascending / Sort Descending)

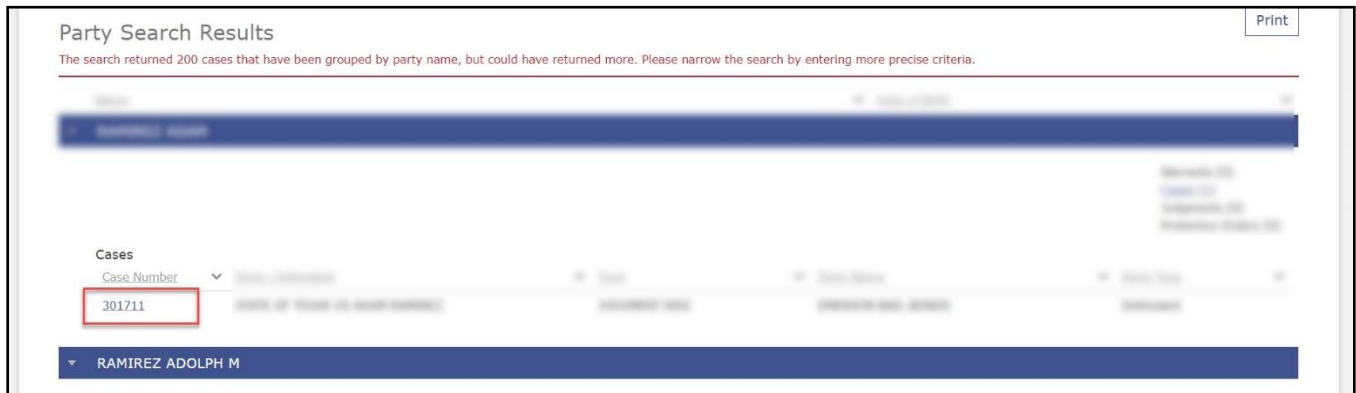
To change or add columns to the results window:

1. Click on the arrow next to any of the column headers.
2. Select the columns you want to display by selecting them from the "columns" section.

Note: you can only display a maximum of 6 columns at any time.

Notice that you can **sort by date range** as well.

1. Click on the **Case Number** to view the results of a case.



Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

Print

Cases

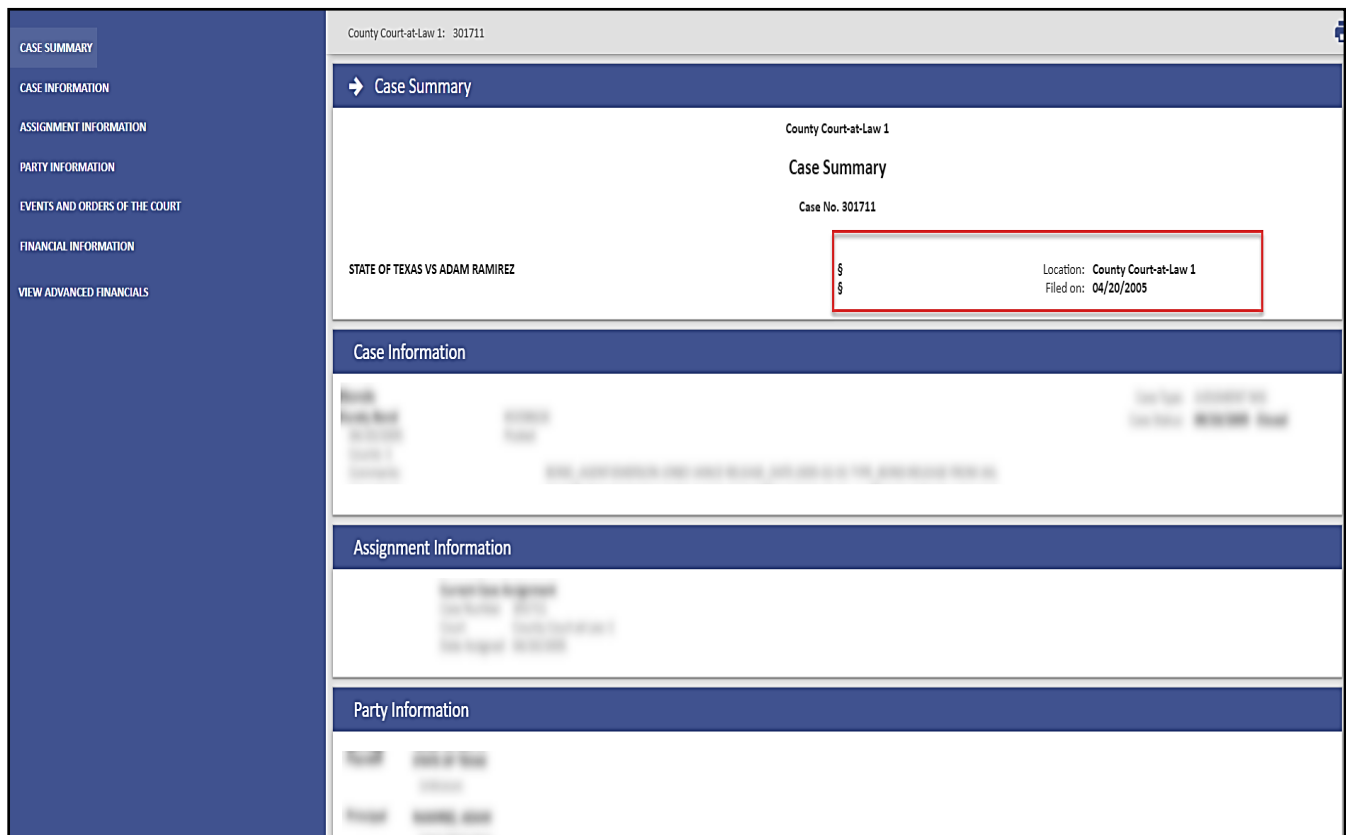
Case Number

301711

RAMIREZ ADOLPH M

The case results will appear in a separate window. The key identifiers of the case are listed on the right side of the **Case Summary** panel.

2. Scroll down to view the entire contents of the case.



County Court-at-Law 1: 301711

Case Summary

County Court-at-Law 1

Case Summary

Case No. 301711

STATE OF TEXAS VS ADAM RAMIREZ

§

§

Location: County Court-at-Law 1

Filed on: 04/20/2005

Case Information

Assignment Information

Party Information

The **Hearings and Events** (formerly Dispositions) are sorted in reverse chronological order (most recent first).

Only **50** results are displayed.

- Click on **“Show More”** or **“Show All”** to display more results.

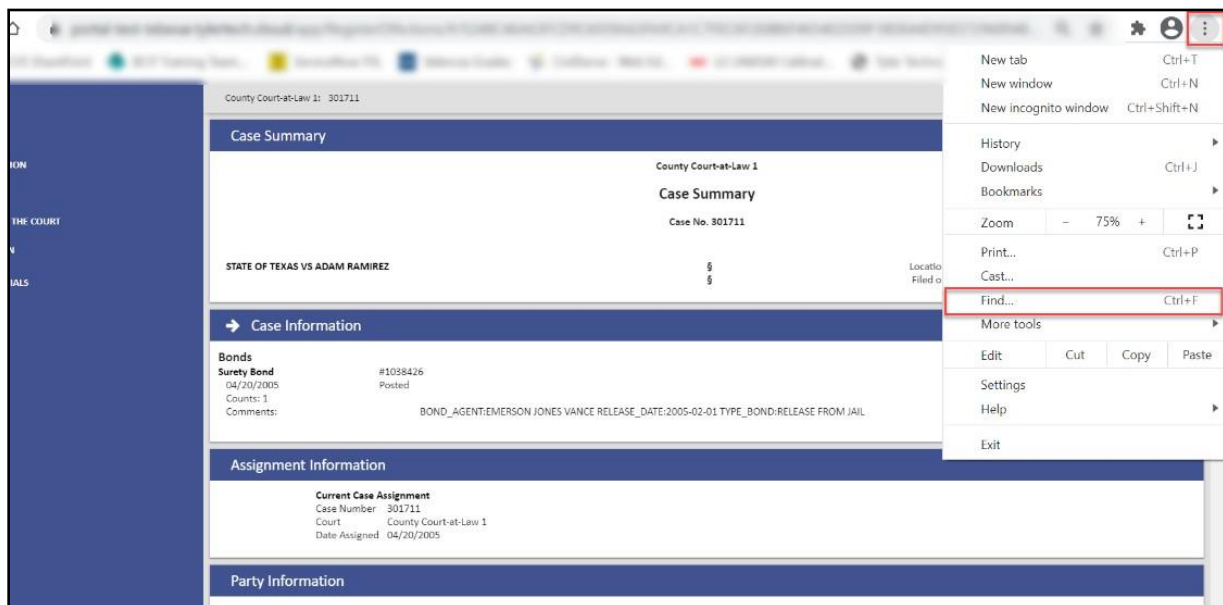
Events and Orders of the Court	
12/27/2018	Cash Bond Refund Processed Forwarded Accounting Department ROOM: 1799 JDGE: 0 AMOUNT: 180.00 DESC: D-1361928 SURETY
12/06/2018	Off Call (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Recommit - Original Terms And Conditions (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Petition For Violation Of Probation Withdrawn (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Defendant On Bond (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Order of Court: (9:30 AM) Events: 11/19/2018 Continuance By Order Of Court
11/19/2018	Defendant Released On Cash Or Deposit Bond ROOM: 0100 JDGE: 0
11/19/2018	Recall/Execute Sent To Police Agency ROOM: 1799 JDGE: 0
11/19/2018	Continuance By Order Of Court (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113 CDATE: 12/06/2018 C: 09:30 AM - 2 MODA: 1712
11/19/2018	Warrant Returned, Executed, Filed (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
11/19/2018	Order Of Court Only Release Defendant On D Bond (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
11/19/2018	Bail Amount Set (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113 AMOUNT: 20000.00 DESC: 20000.00

SHOW MORE

SHOW ALL

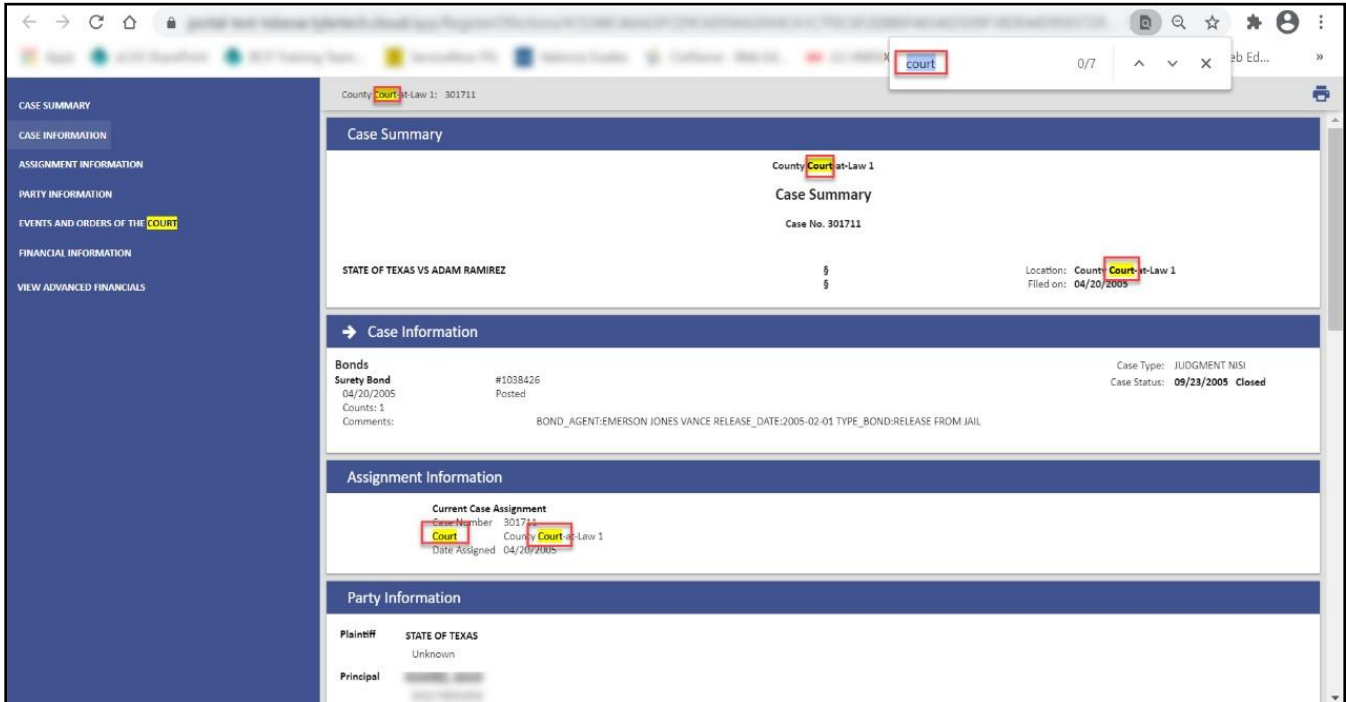
Since these results are displayed in a web format, you can further search within the results page by using your browser’s “find” function.

- Click on the find function (**CTRL+F**) within your browser, select **Find** or **Find on This Page** and enter your keyword search.



The screenshot shows a web browser window displaying a case summary for "County Court-at-Law 1: 301711". The page content includes sections for "Case Summary", "Case Information", "Bonds", "Assignment Information", and "Party Information". The browser's menu is open, and the "Find..." option (Ctrl+F) is highlighted. The page content includes details such as "STATE OF TEXAS VS ADAM RAMIREZ", "Bonds: Surety Bond #1038426", and "Assignment Information: Current Case Assignment Case Number: 301711, Court: County Court-at-Law 1, Date Assigned: 04/20/2005".

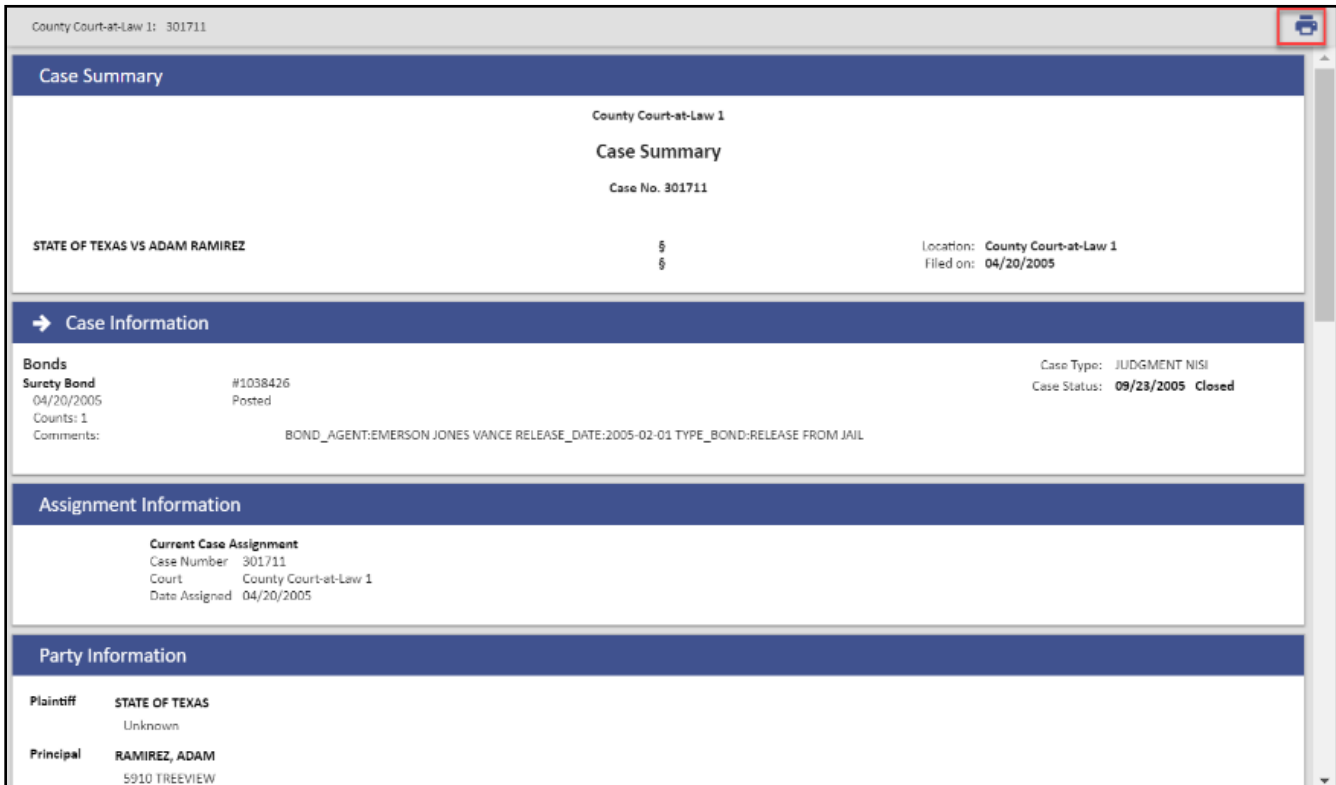
This will highlight all results that match your keyword search.



The screenshot shows a web browser window with the search term "court" entered in the search bar. The search results are displayed on the Odyssey Portal. The left sidebar contains a navigation menu with the following items: CASE SUMMARY, CASE INFORMATION, ASSIGNMENT INFORMATION, PARTY INFORMATION, EVENTS AND ORDERS OF THE COURT, FINANCIAL INFORMATION, and VIEW ADVANCED FINANCIALS. The main content area displays the details for Case No. 301711, County Court-at-Law 1. The case summary includes the title "STATE OF TEXAS VS ADAM RAMIREZ", the location "County Court-at-Law 1", and the filing date "04/20/2005". The case information section shows the bonds, surety bond, and case type. The assignment information section shows the current case assignment. The party information section shows the plaintiff and principal.

NOTE: These steps will vary, depending upon the browser you are using.

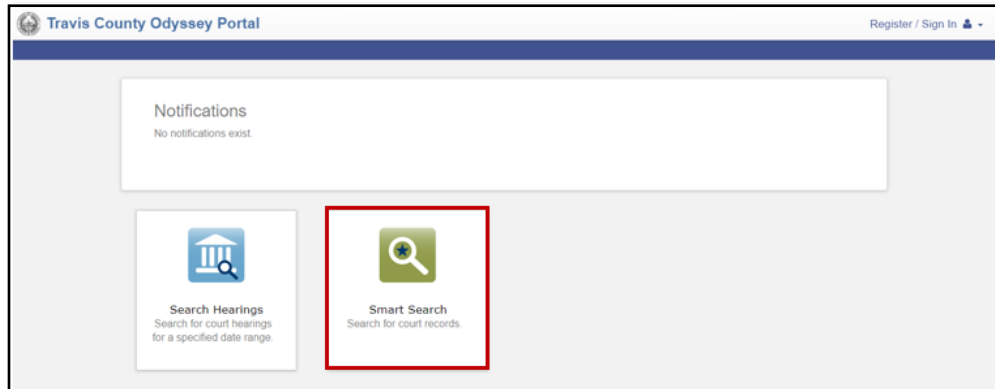
To print results click the **Printer icon** in the search results window.



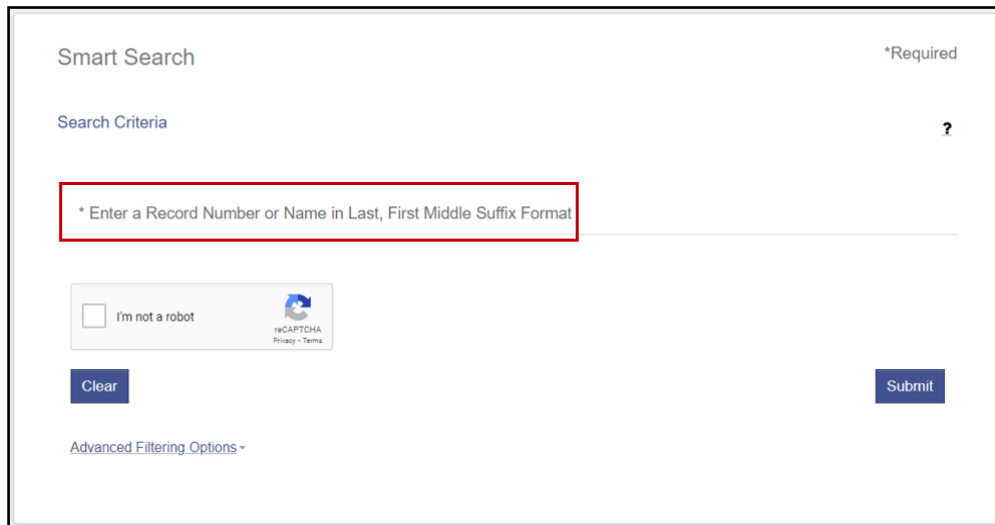
The screenshot shows the same search results as the previous one, but with the printer icon in the top right corner highlighted with a red box. The printer icon is a small icon of a printer.

Quick Reference Search - by Case Number

1. From the Odyssey Portal home page, select the **Smart Search** option.

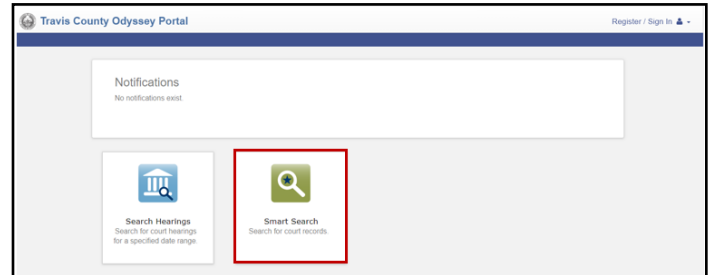
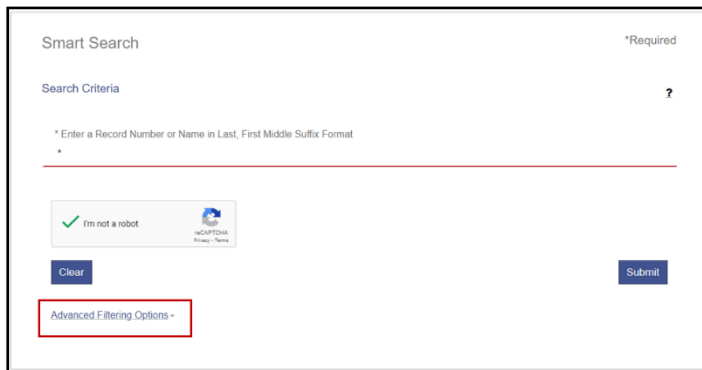


2. In **Smart Search**, click in the data entry field and type in your **Case Number** and click **Submit**.

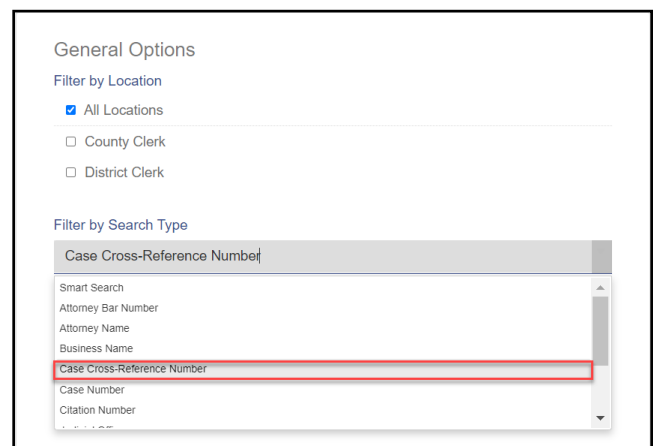
The screenshot shows the 'Smart Search' form. At the top, it says 'Smart Search' and '*Required'. Below this, there is a 'Search Criteria' section with a question mark icon. A red rectangular box highlights the text input field, which contains the placeholder text: '* Enter a Record Number or Name in Last, First Middle Suffix Format'. Below the input field, there is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there are 'Clear' and 'Submit' buttons. A link for 'Advanced Filtering Options' is also visible.

Quick Reference Search - By FBI Number

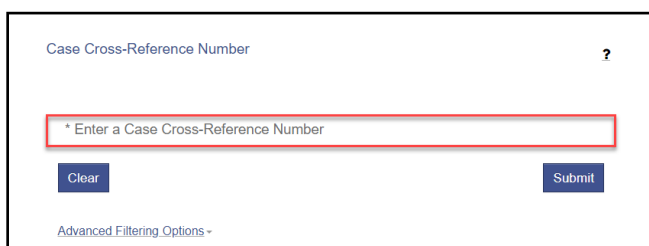
1. From the Odyssey Portal home page, select the **Smart Search** option.

2. Click on **Advanced Filtering Options**, then **scroll down** to Filter by Search Type.



3. Select the **Case Cross-Reference Number** option under the Filter by Search Type drop-down list.



Scroll back up to enter the FBI Number. You will notice that the data entry field will change to Case Cross-Reference Number. **Click in the field** and type in the **FBI Number**, then click **Submit**.